



## STATE OF INDIANA

### Indiana Department of Labor

Bureau of Child Labor  
402 West Washington Street, Room W195  
Indianapolis, Indiana 46204  
Phone: (317) 232-2655; Fax (317) 234-4449  
Visit the Bureau of Child Labor on the Internet: <http://www.in.gov/labor/childlabor>

"Each year many Hoosier teens enter the workforce, either after school or during summer-break. The Bureau of Child Labor, a division of the Indiana Department of Labor works to make sure our children are protected on the job. We've taken great strides, but there is more work to be done as the safety of our children will always remain our top priority."

**Mitchell E. Daniels, Jr.**  
*Governor, State of Indiana*

## TEEN LABOR LAWS



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## WORK PERMITS

Legal age for employment in the State of Indiana is fourteen (14); if you are under the age of 18 and not yet a high school graduate you will need to obtain a work permit from the school you attend or if not attending school, from the nearest public high school in the area in which you live.

### THE PROCESS:

Your employer will complete an Intent to Employ/A-1 card; you and your parent sign the Intent to Employ/A-1 card; you present that card along with an acceptable form of proof of age (birth certificate, driver's license, passport, school records, etc.) to the Issuing Officer at the school.

### LIMITATIONS:

A school may refuse to issue, or revoke once issued, a work permit based upon grades and attendance. The school corporations set their own standards on this and any appeals process is through the school principal.

You may have more than one work permit at a time; however, if you exceed the hours legally allowed to work, the school may revoke your permit.

### EXCEPTIONS:

Work permits are not required for High School Graduates (including anyone that has received their GED certificate) or persons employed in the following occupations: Farm Labor; Domestic Service Worker; Caddie on Golf Course; Newspaper Carrier; and Actor or Performer.

## HOUR RESTRICTIONS

### 14 & 15 Year Olds

- 3 hours per school day
- 8 hours per non-school day
- 18 hours per school week
- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m. (except 9:00 p.m. June 1st through Labor Day)

### 16 Year Olds

- 8 hours per school day
- 9 hours per day not followed by a school day\*
- 30 hours per week
- 40 hours per school week\*
- 48 hours per non-school week\*
- No more than 6 working days per week
- No work before 6:00 a.m.
- Until 10:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights NOT followed by a school day\*

### 17 Year Olds

- 8 hours per school day
- 9 hours per day not followed by a school day\*
- 30 hours per week
- 40 hours per school week\*
- 48 hours per non-school week\*
- No more than 6 working days per week
- No work before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- Until 11:30 p.m. on nights followed by a school day\*
- Until 1:00 a.m. on nights followed by a school day, but not on consecutive nights and not more than two school nights per week\*

\* Requires written parental permission.



# Indiana Department of Labor—Working for a Safe Indiana.

## SCHOOL HOURS

No teen may be employed during the hours of 7:30 a.m. and 3:30 p.m. when school is in session.

## HOME SCHOoled

Teens that are home schooled have the same daily and weekly hour restrictions as those teens enrolled in a public and/or private school. 16 & 17 year old home schooled students may be employed during school hours if they have a letter written and signed by their home schooled parent giving them permission to work during school hours. This letter must be on file with their employer.

## BREAK LAW

Indiana employers must provide one or two breaks totaling 30 minutes to teens under the age of 18 who are scheduled to work six or more consecutive hours. Breaks must be documented.

Exempted from this law are: farm laborers, domestic service workers, golf caddies, newspaper carriers, teens that have graduated from high school, teens who have completed an approved vocational or special education program, and teens who have withdrawn from school.

## EXCEPTIONS TO HOUR RESTRICTIONS

Minors 16 or 17 years of age that have graduated from high school or have received a General Education Development (GED) diploma are not subject to the hour restrictions and are not required to obtain a work permit.

Minors 16 and 17 years of age that have withdrawn from school are not subject to the hour restrictions or break law but are required to obtain a work permit.

## HAZARDOUS OCCUPATIONS

### 14 & 15 year olds may not work in any of the following occupations:

- Any manufacturing occupation
- Any mining occupation
- Processing occupations such as the filleting of fish, dressing poultry, cracking nuts, or laundering as performed by commercial laundries and dry cleaning
- Occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined or otherwise processed
- Public messenger service
- Operation or tending of hoisting apparatus or of any power-driven machinery (other than office machines and certain machines in retail, food service or gasoline service establishments and under the restrictions provided for those establishments)
- Any occupations found and declared to be hazardous
- Occupations in connection with:
  - Transportation of persons or property by rail, highway, air, on water, pipeline, or other means
  - Warehousing and storage
  - Communications and public utilities
  - Construction, including repair (except office or sales work in connection with these occupations when not performed on transportation media or at the actual construction site)
- Any of the service occupations in a retail, food service, or gasoline service establishment:
  - work performed in or about boiler or engine rooms
  - Work in connection with maintenance or repair of the establishment, machines, or equipment
  - Outside window washing that involves

working from window sills and all work requiring the use of ladders, scaffolds, or their substitutes

- Cooking and Baking
- Occupations which involve operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers
- Work in freezers and meat coolers in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas)
- Loading and unloading goods to and from trucks, railroad cars, or conveyors
- All occupations in warehouses (except office and clerical work)

### 16 & 17 year olds may not work in any of the following occupations: [\[Limited exceptions may exist\]](#)

- Occupations in or about plants or establishments manufacturing or storing explosives
- Motor-vehicle driving and outside helper
- Coal mining
- Logging and all occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill
- Occupations involved in the operation of power-driven woodworking machines\*
- Occupations involving exposure to radioactive substances
- Occupations involved in the operation of power-driven hoisting apparatus
- Occupations involved in the operation of power-driven metal-forming, punching, and shearing machines
- Mining, other than coal mining
- Occupations in or about slaughtering and meatpacking establishments and rendering plants\*

- Occupations involved in the operation of power-driven bakery machines
- Occupations involved in the operation of certain power-driven paper-products machines\*
- Occupations involved in the manufacture of brick, tile, and kindred products
- Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears\*
- Occupations involved in wrecking, demolition, and ship breaking operations
- Occupations in roofing operations\*
- Occupations in excavation operations\*

*\*Student Learners, 16 and 17 years of age, who are enrolled in a cooperative vocational training program may be exempt from these prohibited occupations.*

INTENTION TO EMPLOY / A1		NOTE: This card must be presented by the minor to the issuing officer in their school before a certificate will be issued. For employer's protection, the minor must also present an acceptable proof of age to obtain an employment certificate.	
Name of Minor (intend to employ)	Date	Residential Street Address	City, State, Zip code
Hours per day	Days of week (appr.)	Is minor on school-directed Vocational Education Program with your firm?	Yes No
(appr.)			
List exact duties		Type of business (Mfg., Process, Retail, Restaurant)	
Name of business	Telephone No.	City, State, Zip code	Signature of parent or guardian
Street address			
Signature of employer	Signature of minor	Rep.	

State Form 896 (re / 6-99)